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6. The duty officer or his assistant will report to the Secretary

to the Director, Room 2165, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [redacted] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [redacted] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes will list the arrivals and departures in the duty officers book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order [redacted] issued 13 November 1946.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

25X1A

[redacted]
Colonel, AGD
Executive for Personnel
and Administration

6 January 1947

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE [REDACTED]SATURDAY, SUNDAY & HOLIDAY DUTY, [REDACTED]

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1. CIG Administrative [REDACTED] dated 11 December 1946, subject: "Saturday, Sunday & Holiday Duty, [REDACTED]" is hereby rescinded, and the following is substituted therefor.

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2. Effective immediately, Saturday, Sunday & Holiday duty will be performed by a duty officer and an assistant who will be detailed by separate memoranda from time to time.

3. Duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays, Sundays & Holidays. The place of duty for the duty officer will be Room 2165, [REDACTED]; the assistant will be in Room 2168. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165.

25X1A

4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in [REDACTED], accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

25X1A

5. The Assistant Directors of Offices, Chief of ICAPS, and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays, Sundays, or Holidays, one copy of CIG Administrative [REDACTED] one copy of CIG Security Regulations, RESTRICTED personnel rosters, and necessary telephone directories.

25X1A

6. The duty officer or his assistant will report to the Secretary to the Director, Room 2165; at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes will list the arrivals and departures in the duty officers book.

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25X1A

9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order [] issued 13 November 1946.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[]
Colonel, AGO
Executive for Personnel
and Administration

CENTRAL INTELLIGENCE GROUP

PERSONNEL AND ADMINISTRATIVE BRANCH
INTER-OFFICE ROUTING SLIP

FROM	TO	INITIALS	DATE
	EXECUTIVE FOR PERSONNEL AND ADMINISTRATION		
X	DEPUTY EXECUTIVE FOR PERSONNEL & ADMINISTRATION		1/13/47
	CHIEF, PERSONNEL DIVISION		
	CHIEF, FINANCE DIVISION		
	CHIEF, SERVICES DIVISION		
	CHIEF, SECURITY DIVISION		
	CHIEF, PROJECTS SUPPORT DIVISION		
	CHIEF, COMMUNICATIONS DIVISION		
	CENTRAL RECORDS	X	

☐ APPROVAL ☐ INFORMATION ☐ DIRECT REPLY
☐ ACTION ☐ RETURN ☐ COMMENT
☐ RECOMMENDATION ☐ PREPARATION OF REPLY ☒ FILE
☐ SIGNATURE ☐ CONCURRENCE ☐ DISPATCH

REMARKS:

TOP SECRET SECRET CONFIDENTIAL RESTRICTED UNCLASSIFIED

RESTRICTEDDRAFT

6 January 1947

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVESATURDAY, SUNDAY & HOLIDAY DUTY

25X1A

1. CIG Administrative [] dated 11 December 1946, subject: "Saturday, Sunday & Holiday Duty, []" is hereby rescinded, and the following is substituted therefor.

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2. Effective immediately, Saturday, Sunday & Holiday duty will be performed by a duty officer and an assistant who will be detailed by separate memoranda from time to time.

3. Duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays, Sundays & Holidays. The place of duty for the duty officer will be Room 2165, [] the assistant will be in Room 2168. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165.

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4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in [] accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

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5. The Assistant Directors of Offices, Chief of ICAPS and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays,

RESTRICTED

one copy of CIG Administrative Order No.--, one copy of CIG Security Regulations, RESTRICTED personnel rosters, and necessary telephone directories.

6. The duty officer or his assistant will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order [] issued 13 November 1946.

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[]
Colonel, AGD
Executive for Personnel
and Administration

RESTRICTEDDRAFT

8 January 1947

CENTRAL INTELLIGENCE GROUPC.I.G. ADMINISTRATIVE ORDER NO. 44SATURDAY, SUNDAY & HOLIDAY DUTY, [REDACTED]

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1. CIG Administrative [REDACTED] dated 11 December 1946, subject: "Saturday, Sunday & Holiday Duty, [REDACTED] is hereby rescinded, and the following is substituted therefor.

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2. Effective immediately, Saturday, Sunday & Holiday duty will be performed by a duty officer and an assistant who will be detailed by separate memoranda from time to time.

3. Duty officers and their assistants will be on duty from 0830 until 1700 on Saturdays, Sundays & Holidays. The place of duty for the duty officer will be Room 2165, [REDACTED] the assistant will be in Room 2168. However, when the Secretary to the Director is present, the duty officer may take station in any other office of CIG and will be notified by the Secretary when it is again necessary to take station in Room 2165.

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4. The duty officer will keep a signature list of all persons entering and leaving offices of CIG in [REDACTED] accept delivery of classified and unclassified material, accept visitors to any office of CIG, answer all calls coming in to Room 2165, and will take such initial steps as may be appropriate in any case. When he deems it necessary, he will notify the proper person relative to urgent matters so that action may be taken. The primary function of the assistant to the duty officer will be to provide necessary clerical and stenographic assistance.

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5. The Assistant Directors of Offices, Chief of ICAPS and Executive for P&A will submit to the Secretary to the Director not later than 1200 hours on the Friday preceding Saturday or Sunday duty, and not later than 1200 hours on the day preceding a holiday tour of duty, a stand-by list of two individuals who can be contacted, together with their home address and home telephone number. Where offices maintain a full-time duty officer on Saturdays, Sundays or Holidays, his name and telephone number may be submitted in lieu of the above. The Secretary to the Director will then place these addresses in the duty officer's book which will also include a list of all persons entering offices on Saturdays,

RESTRICTED

one copy of CIG Administrative Order No.--, one copy of CIG Security Regulations, RESTRICTED personnel rosters, and necessary telephone directories.

6. The duty officer or his assistant will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes, will list the arrivals and departures in the duty officer's book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order No. [] issued 13 November 1946.

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[]
Colonel, AGD
Executive for Personnel
and Administration

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Personnel and Administration

DATE: 19 December 1946

FROM : Chief, Finance Division

SUBJECT: CIG Administrative Order []

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Administrative Order [] issued 11 December 1946 provides for duty on Saturdays, Sundays, and Holidays in the [] Building states in Paragraph 10 that "All civilian personnel who are detailed for this duty will be given compensatory time off or will be paid overtime as elected by the individual concerned consistent with Civil Service regulations". This appears to be in conflict with the provisions of Paragraph 2 of Administrative Order [] issued 13 November 1946 which states in part that "Overtime for employees in grades up to and including the base pay of P-2 or CAF-7 will be compensated at time and one-half provided such overtime is approved in advance by the Chief, Budget Section, Finance Division". For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106- 79th Congress.

It appears that in order to eliminate the conflict between the two orders it will be necessary to amend one of the orders. It is suggested that Paragraph 10 of Administrative Order [] be amended to read as follows: "All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order [] issued 13 November 1946." //

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[]
EDWARD R. SKOUDERS
Chief, Finance Division

RESTRICTED

Executive for Personnel and Administration

19 December 1946

Chief, Finance Division

CIO Administrative Order []

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Administrative Order [] issued 11 December 1946 provides for duty on Saturdays, Sundays, and Holidays in the [] Building states in Paragraph 10 that "All civilian personnel who are detailed for this duty will be given compensatory time off or will be paid overtime as elected by the individual concerned consistent with Civil Service regulations". This appears to be in conflict with the provisions of Paragraph 2 of Administrative Order [] issued 13 November 1946 which states in part that "Overtime for employees in grades up to and including the base pay of P-2 or CAF-7 will be compensated at time and one-half provided such overtime is approved in advance by the Chief, Budget Section, Finance Division". For employees in grades above the base pay of P-2 or CAF-7, compensatory time off may be allowed in accordance with the provisions of Public Law 106- 79th Congress.

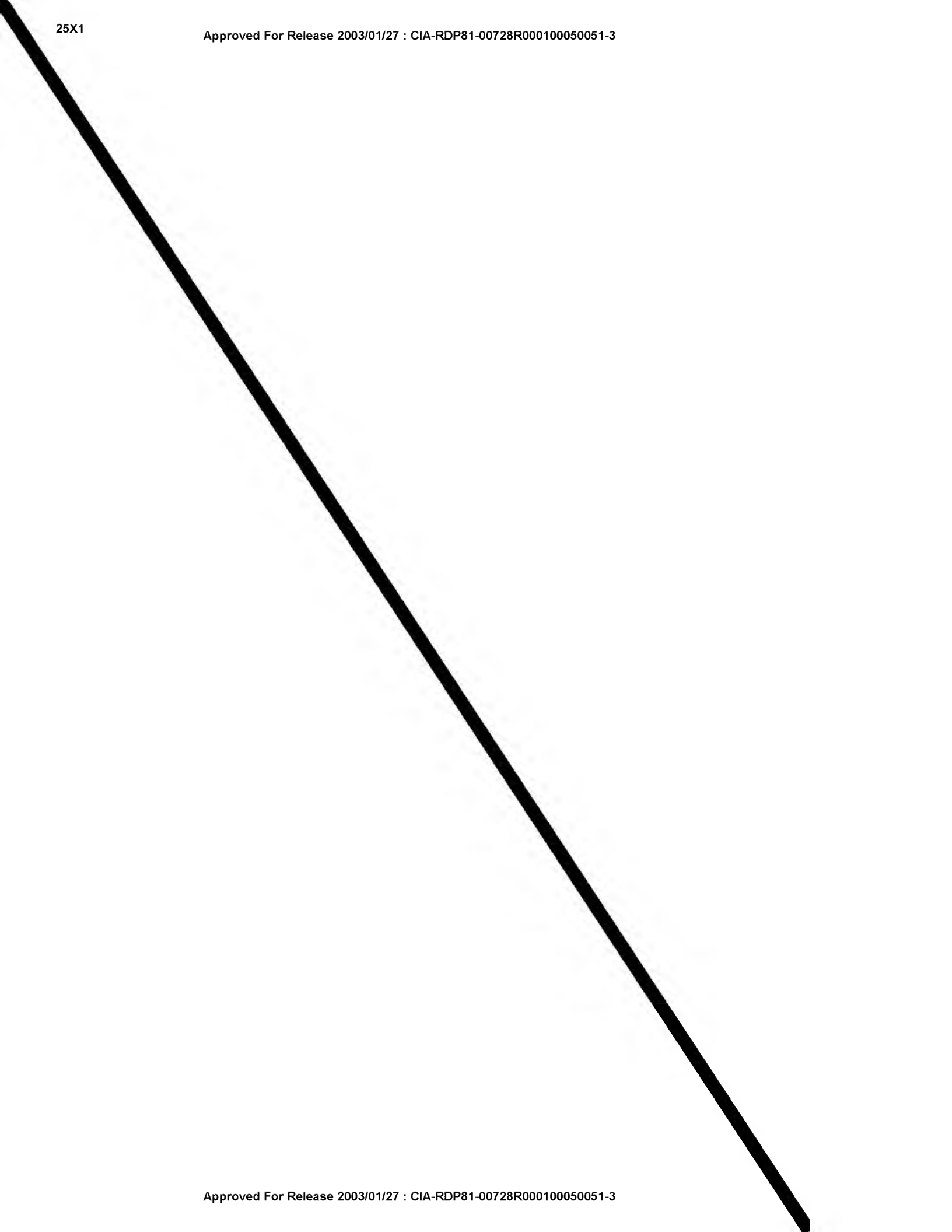
25X1A

It appears that in order to eliminate the conflict between the two orders it will be necessary to amend one of the orders. It is suggested that Paragraph 10 of Administrative [] be amended to read as follows: "All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative [] issued 13 November 1946."

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EDWARD R. SAUNDERS
Chief, Finance Division



6. The duty officer or his assistant will report to the Secretary to the Director, Room 2165, at 1600 hours on the Friday preceding Saturday and Sunday duty or on the day preceding holiday duty to be briefed relative to the use of telephones and to receive any special instructions relative to the Director's office.

7. Duty officers and assistants are authorized to exchange tours of duty with other appropriate personnel; however, responsibility rests with the individual detailed to report to the Executive for P&A by 1200 hours on Friday preceding the tour of duty the name of the person to relieve him.

8. The duty officer will make a thorough security check at 1700 hours of all offices in the [redacted] that have been opened during the day in compliance with paragraph 10, Security Regulations, CIG. Any person who enters his office in the [redacted] for purposes of work on Saturdays, Sundays, or Holidays will notify the duty officer, who for security purposes will list the arrivals and departures in the duty officers book.

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9. The duty officer's book will contain nothing higher than RESTRICTED material and at the completion of each tour of duty, will be left on the desk of the Secretary to the Director in Room 2165 after which the room will be locked. All other classified material will be placed in the duty officer's personal safe at 1700 hours on the day of duty and turned over to Central Records for distribution by 0845 the following normal work day.

10. All civilian personnel who are detailed for this duty may be given compensatory time off or paid overtime in accordance with the provisions of Administrative Order [redacted] issued 13 November 1946.

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[redacted]
Colonel, AGD
Executive for Personnel
and Administration